Terms to know:
DMRs – Discharge Monitoring Reports
CORs – Official Copy of Record

CREATE A *Net*DMR ACCOUNT
- Go to *Net*DMR test site - https://netdmrtest.epacdx.net
- Select Regulatory Authority (drop down menu) – Choose KY DEP, click Go
- New to *Net*DMR? Click on First time users can "register for a new account"
- Create a *Net*DMR Account – Fill in all required entries
- Type of User – **EXTREMELY IMPORTANT**
  - Permittee User – for facilities (and those who sign DMRs) only
  - Data Provider – for laboratories only (cannot sign DMRs)
  - Internal User – for state agency only (DO NOT USE)
- Click Submit
- Verify your information and click Verify
- Confirm *Net*DMR Account Request, click OK
- You will receive an email at the account provided from netdmr-notification@epa.gov to Activate Your *Net*DMR Account, the email will contain a link for you to click on (this must be done within 60 days of creating your account), click on the link, this will take you to Complete *Net*DMR Account Creation Process, answer the question, create your password and click Submit
- You will see *Net*DMR Account Created, from this page you can click on the link to take you to the *Net*DMR test site.
- You will also receive an email, Your *Net*DMR Account Has Been Created

LOG IN
- Go to *Net*DMR test site - https://netdmrtest.epacdx.net
- Select Regulatory Authority (drop down menu) – Choose KY DEP, click Go
- Logon to *Net*DMR Test site
- Enter your User Name and Password
- Click Submit